

SECRET

APR 21 1956

MEMORANDUM FOR: Special Support Assistant to the
Deputy Director (Support)

SUBJECT : Reports Control

REFERENCE : Memorandum from SSA-DD/3 to Chief, O&M Staff, Management Staff (DD/P Area), dated 16 February 1956;
Subject: Reports Control

1. In reviewing the enclosures to referenced memorandum which were forwarded by your office to the various DD/P Staffs and Divisions for comment, it is the opinion of this office that sufficient information has not been received from these components to adequately determine the scope of the reports control problem in the DD/P area. Therefore, in order for this office to be able to provide more than an academic answer to the questions posed in referenced memorandum, it is suggested that a reports inventory be conducted within the DD/P area.

2. A suggested memorandum to be sent to each of the DD/P Staffs and Divisions is enclosed. The information obtained from this memorandum should more accurately determine the DD/P requirement or lack of requirement for the initiation of a reports control program.

3. It is suggested that a suspense date of three weeks be set for the completion of this inventory.

[Redacted]
Chief, Organization & Methods Staff
(DD/P Area)

Attachment:

Suggested memo to be sent to each of the
DD/P Staffs and Divisions-

Mgt Staff [Redacted] lw (10 April 1956)

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